MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 25-Nov-2026

Course Profile Document

Certification Courses

Microsoft Access Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2975	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the Microsoft Access 2016 Specialist workshop. In this course, you’ll learn the core database management, manipulation and query skills needed to succeed in Access 2016. We’ll look at how to create and manage a database, how to build tables, and how to create queries, forms, and reports.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

At the end of this workshop, participants should be able to:

- Create and modify databases
- Manage relationships and keys
- Navigate through a database
- Protect and maintain databases
- Print and export data
- Create and manage tables
- Manage records in tables
- Create and modify fields
- Create a query
- Modify a query
- Create calculated fields and grouping within queries
- Create a form
- Configure form controls
- Format a form
- Create a report
- Configure report controls

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives

Module Two: Create and Manage a Database

- Create and Modify Databases
- Create a Blank Desktop Database
- Create a Database from a Template
- Create a Database by Using Import Objects or Data From Other Sources
- Delete Database Objects
- Manage Relationships and Keys
- Set the Primary Key
- View Relationships
- Create and Modify Relationships
- Set Foreign Keys
- Enforce Referential Integrity
- Navigate Through a Database
- Display Objects in the Navigation Pane
- Navigate Specific Records
- Create and Modify a Navigation Form
- Set a Form as the Startup Option
- Change Views of Objects
- Protect and Maintain Databases
- Compact and Repair a Database
- Back Up a Database
- Recover Data from Backup
- Split a Database
- Encrypt a Database with a Password
- Print and Export Data
- Print Reports
- Print Records
- Save a Database as a Template
- Export Objects to Alternative Formats
- Module Two: Review Questions

Module Three: Build Tables

- Create Tables

Create a Table

- Import Data into Tables
- Create Linked Tables From External Sources
- Import Tables from Other Databases
- Create a Table from a Template with Application Parts
- Manage Tables
- Hide Fields in Tables
- Add Total Rows
- Rename Tables
- Add Table Descriptions
- Manage Records in Tables
- Update Records
- Add Records
- Delete Records
- Append Records from External Data
- Find and Replace Data
- Sort Records
- Filter Records
- Create and Modify Fields
- Add Fields to Tables
- Add Validation Rules to Fields
- Change Field Captions
- Change Field Sizes
- Change Field Data Types
- Configure Fields to Auto Increment
- Set Default Values
- Using Input Masks
- Delete Fields
- Review Questions: Module Three

Module Four: Create Queries

- Create a Query
- Run a Query
- Create a Crosstab Query
- Add Parameter to a Query
- Create an Action Query
- Create a Multi-Table Query
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Save a Query

- Modify a Query
- Rename a Query
- Add Fields
- Remove Fields
- Hide Fields
- Sort Data Within Queries
- Format Fields Within Queries
- Create Calculated Fields and Grouping Within Queries
- Add Calculated Fields
- Set Filtering Criteria
- Use Comparison Operators
- Use Arithmetic Operators
- Use Logical Operators
- Group and Summarize Data
- Module Four Review Questions

Module Five: Create Forms

- Create a Form
- Create a Form
- Change Form View
- Create a Form from a Template with Application Parts
- Save a Form
- Configure Form Controls
- Move Form Controls
- Add Form Controls
- Remove Form Controls
- Set Form Control Properties
- Modify Data Sources
- Manage Labels
- Add Sub-Forms
- Format a Form
- Modify Tab Order
- Configure Print Settings
- Sort Records by Form Field
- Apply a Theme
- Control Form Positioning
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Insert Backgrounds

- Insert Headers and Footers
- Insert Images
- Module Five Review Questions

Module Six: Create Reports

- Create a Report
- Create a Report Based on the Query or Table
- Create a Report by Using a Wizard
- Create a Report in Design View
- Configure Report Controls
- Add Report Controls
- Add and Modify Labels
- Modify Data Sources
- Add Calculated Fields
- Group and Sort Fields
- Format a Report
- Format a Report into Multiple Columns
- Change Report Orientation
- Control Report Positioning
- Format Report Elements
- Insert Header and Footer Information
- Insert Images
- Apply a Theme
- Module Six Review Questions

Module Seven: Wrapping Up

- Words from the Wise
- Lessons Learned

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online

View Full Course Page

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Access Specialist
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____